

Fiscal Year (FY) 2020 Fire Prevention and Safety (FP&S) Application Webinar

Research and Development (R&D) Activity | January 2021



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FY 2020 FP&S Funding

- Application period opened Monday, January 25, 2021 at 8 a.m. ET
- Application will close on Friday, February 26, 2021 at 5 p.m. ET
- \$35.5 million available in funding
- Approximately 100 awards
- All awards will be made by September 30, 2021



Notice of Funding Opportunity (NOFO)

Please read the FY 2020 FP&S NOFO; it contains detailed information on:

- Program objectives and priorities
- Eligibility
- Key dates
- Review process and evaluation criteria

* Note that the NOFO is incorporated into the terms and conditions of the award



Two Activities within FP&S

FY 2020 FP&S Program grant awards are offered to support projects in two activities:

- **Fire Prevention and Safety Activity:** Fire Prevention and Safety Activity projects are designed to reach high-risk target groups and mitigate the incidence of death and injuries caused by fire and fire-related hazards
- **Firefighter Safety Research and Development (R&D) Activity:** R&D Activity projects are aimed at improving firefighter safety, health, or wellness through research and development that reduces firefighter fatalities and injuries
 - Note that this presentation will **only** cover the R&D Activity



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R&D Activity - Eligible Entities

- National, state, local, federally-recognized tribal, and non-profit organizations, such as academic (e.g., universities), public health, occupational health, and injury prevention institutions
- Both public and private non-profit organizations are eligible to apply for funding in the R&D Activity
- Fire departments are not eligible to apply for funding in the R&D Activity



R&D Activity Categories

- The R&D Activity is aimed at improving firefighter safety, health, or wellness through research and development that reduces firefighter fatalities and injuries. The six project categories eligible for funding under this Activity are:
 1. Clinical Studies;
 2. Technology and Product Development;
 3. Database System Development;
 4. Dissemination and Implementation Research;
 5. Preliminary Studies; and
 6. Early Career Investigator.



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R&D Activity Categories (continued)

- Clinical Studies – such as behavioral, social science, and cultural research, as well as physiological and medical research activities
- Technology and Product Development – such as projects that increase understanding of fire phenomena inside and outside structures, and the development of products to enhance firefighter safety and health and effectiveness
- Database System Development – such as the systematic collection of information
- Dissemination and Implementation Research – such as ways that existing programs, policies, or products are moved to nationwide adoption and use
- Preliminary Studies – such as studies that propose to obtain a sufficient amount of evidence to justify a future larger study
- Early Career Investigator – projects led by a principal investigator who received a Ph.D. or equivalent advanced level research degree within five years of the opening date of the application period (limited to \$75,000 federal share per project year)



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R&D Activity: Ineligible Projects and Items

- Projects that focus primarily on curriculum development and delivery of education or training materials
- A descriptive study about the fire service or any study without reduced firefighter injury or enhanced firefighter safety aims
- Projects with local emphasis and little or no indication of application to the broader fire service
- Projects that emphasize funding for service delivery
- Applications that include violations of intellectual property

Fire Service Partnerships

- Seek partnerships with the fire service: strong partnerships with the fire service are essential to the likely relevance and effectiveness of the project
- Include one or more local or regional fire departments and one or more national level fire-related organizations
- Letters of commitment to actively participate in the project from the fire service are encouraged and may be inserted in the Appendix



NEW Two Applications

- There are two applications this year!
- Applicants (identified by the Unique Entity Identifier) may apply for:
 - One FP&S Activity Application (if eligible); and
 - One R&D Activity Application (if eligible)
- Each application may include up to three projects
- The total amount of funding a recipient may receive under an FP&S Program award is limited to a maximum federal share of \$1.5 million
 - \$1.5 million cap on both your applications (if you submit two)
- Any applicant that submits more than one application per eligible activity may have both applications deemed ineligible



One Application = Up to Three R&D Activity projects

- Each project will be evaluated separately
- For example, one R&D Activity application can have three (3) R&D Projects:
 - Project 1: PI Smith, Clinical
 - Project 2: PI Johnson, Technology
 - Project 3: PI Baker, Early Career Investigator



Period of Performance (POP)

- R&D Activity POP can be one year, two years, or three 3 years
- If you add line items/costs for all three years in the application, you are requesting a 3-year POP
- The POP start date cannot be changed (cannot be pushed to a later date)
- All grant-related purchases and activities must be **incurred, received, and completed** within the POP
- The period of coverage and/or service delivery on all contracts and agreements may not begin prior to or extend beyond the grant POP



Cost Share Requirement

- 5% cost share required for all applicants
- Make sure the cost share is included when you are adding costs to the grant application
- The budget section of the FEMA GO application will calculate the cost share based on total project costs
- The Cost Share Calculator is available online at:
<https://www.fema.gov/grants/preparedness/firefighters/safety-awards/documents>



Procurement

- Applicants must have a written procurement policy
- All procurement activity must be conducted in accordance with the Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.327
- Applicants must maintain written standards of conduct covering conflicts of interest of employees engaged in the selection, award, and administration of contracts
- Applicants must provide full and open competition unless specific circumstances apply, which can be found at 2 CFR § 200.320(c); please visit www.fema.gov/grants/procurement for additional information and resources on Federal procurement standards
- Applicants must verify that their contractors are not suspended or debarred
- Except for grant writer services, we strongly recommend that applicants do not enter into any contracts prior to the POP start date



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Application Scoring

- No computer pre-score
- All FP&S Program applications are reviewed first by a fire service panel (relevance review)
- The highest scoring projects (about 35% of all submissions) then move to the science panel review
- The highest scoring projects then move to FEMA's technical review
- After the technical review, FEMA's Award Administration Division then conducts a final review



Fire Service Panel Evaluation Criteria

- Responses to the fire service criteria go into text boxes in the FEMA GO application
 - Purpose (25%) (5,000 characters max)
 - Implementation by Fire Service (25%) (5,000 characters max)
 - Potential Impact (15%) (3,000 characters max)
 - Barriers (15%) (3,000 characters max)
 - Partners (20%) (4,000 characters max)
- No special formatting, photos, or graphs are allowed in the text boxes
- Reviewers will be able to see the narrative and appendix attachments



Science Panel Evaluation Criteria

- Respond to the science panel evaluation criteria using the Narrative (20-page max) and Appendix (25-page max) attachments in FEMA GO
 - Project Goals, Objectives, and Specific Aims (15%)
 - Literature Review (10%)
 - Project Methods (20%)
 - Project Measurements (20%)
 - Project Analysis (20%)
 - Dissemination and Implementation (15%)



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Narrative/Appendix Formatting

- Each project must include one Narrative Statement (20-page max) and one Appendix (25-page max) document
- The first page of the Narrative Statement must include an abstract of approximately 250 words that addresses purpose and aims, relevance, methods, and anticipated outcomes
- The Narrative Statement must follow the order of the Science Panel Evaluation Criteria
- Tables and figures may be included in either the Narrative Statement or the Appendix document
- The appendix can include photos, figures, graphs, letters of commitment, bio sketches, etc.
- See the FP&S Program NOFO for additional formatting requirements



Technical Assistance Tools

- Review FY 2020 FP&S Program Technical Assistance Tools at <https://www.fema.gov/grants/preparedness/firefighters/safety-awards/documents>
 - NOFO
 - R&D Activity Frequently Asked Questions (FAQs)



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SAM.gov (System for Award Management)

- A DUNS (Data Universal Number System) number is required to register in SAM.gov
 - Please allow plenty of time before the grant application submission deadline to obtain a DUNS number and then to register in SAM
 - It may be four weeks or longer after an applicant submits the SAM registration before the registration is active in SAM
- Registration for both SAM.gov and for a DUNS number is free
- Instructions for obtaining a DUNS number and step-by-step instructions for registering with SAM can be found on pages 12-14 in the FY 2020 FP&S Program NOFO
- Each applicant must have its own DUNS and SAM.gov registration; sharing of DUNS numbers is not allowed in FEMA GO



SAM.gov (System for Award Management) continued

- Applicants will not be able to start or submit an application in FEMA GO without an active SAM.gov registration
- Applicants must maintain an active SAM registration with current information at all times during the application period, while the application is under consideration, and if awarded
- SAM.gov registration must be renewed annually
- Applications cannot be awarded without a valid and active DUNS number and SAM.gov registration



Accessing the FY 2020 FP&S Program Application

- The online FY 2020 FP&S Program application is available through FEMA GO at <https://go.fema.gov>
- Application information is located at:
 - The Assistance to Firefighters Grant Program website (<https://www.fema.gov/grants/preparedness/firefighters>)
 - Grants.gov (<https://www.grants.gov>)
 - U.S. Fire Administration (<https://www.usfa.fema.gov>)



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How to Use FEMA GO

- Reference the FEMA GO Account Creation User Guide and the Start Up Guide at <https://www.fema.gov/grants/guidance-tools/fema-go/assistance-firefighters-grants>
- STEP 1:
 - Each user must create a FEMA GO account/user ID and password. You may not share another individual's account.
 - **Important:** Each organization must have the Authorized Organization Representative (AOR) create an account. The AOR must be the same as the organization's electronic business point of contact (EBiz POC) from the SAM registration and must use the same e-mail address to create their FEMA GO account.



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How to Use FEMA GO

- STEP 2:
 - Log into the FEMA GO account and land on the home page.
 - If you are the AOR, FEMA GO will automatically add your organization from SAM.gov (if you used the same email as in SAM.gov).
 - If you are not the AOR, please reach out to the eBIZ POC and ask them to add you to the organization in FEMA GO.



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STEP 3:

- If you are the AOR, click on the organizations tab at the top, then click “manage my team” from the left menu.
- Here you can add a new team member or manage team members.

FEMA GO | Grants | Organizations | Grant/Subgrant ID

My organization <<

Organization profile

Manage my team

Manage pending registrations

My suborganizations

All suborganizations

Org Ser001 DN 11009

[Roles & permissions](#) [Add new team member](#)

Name	Roles and grant programs	Phone	Email	Actions
FnAor LnAor	Authorized Organization Representative, All Programs		test.ser001.aor.oop.11009@test.com	Manage
FnAor LnAor	Authorized Organization Representative, All Programs		test.ser001.aor.o.11009@test.com	Manage
FnAor LnAor	Authorized Organization Representative, 2 Programs		test.ser001.aor.op.11009@test.com	Manage



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STEP 4:

- If you are the AOR, you can assign a team member a role.
- A person can have multiple roles in a single organization.
- If a person belongs to multiple organizations, they can be assigned different roles within those organizations.



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FEMA GO – User Roles

If a person is assigned to an organization in FEMA GO, the user will have at least one role. A person can have multiple roles in a single organization. If a person belongs to multiple organizations, they can be assigned different roles within those organizations.

Role breakdown ([also see user role matrix](#)):

1. **Primary Authorized Organization Representative (AOR)** – the FEMA GO system automatically assigns this role to the person listed as the “Electronic Business Point of Contact” (eBiz POC) in an organization’s SAM record. Can manage team members including adding, editing, or deleting. Can perform all system functions in FEMA GO including signing and submitting applications.
2. **Authorized Organization Representative (AOR)** – can add or remove team members and perform all system functions. **Can electronically sign documents on behalf of an organization.** Role is typically assigned to an individual who is authorized to legally bind the organization by signing documents. An organization can have multiple AORs.
3. **Organization Member** – can perform all system functions except accepting an award or submitting an application/payment request/grant closeout package/amendment request/closeout package. For example, an organization member can create a request for payment in FEMA GO, but cannot submit it to FEMA. The Organization Member would need to have an AOR sign and submit the prepared payment request to FEMA.
4. **Programmatic Member** – can perform all system functions except accepting an award or submitting an application/payment request/grant closeout package/closeout package. The Programmatic Member can sign and submit an amendment request to FEMA.
5. **Financial Member** – can perform all system functions except accepting an award or submitting an application/payment request/grant closeout package/closeout package. The Financial Member can sign and submit a request for payment as well as amendment requests to FEMA.
6. **Grant Writer** – can create, view, and edit an application on behalf of an organization. **Grant Writer must coordinate with an AOR to sign and submit a completed grant application in FEMA GO.** Grant Writer role is typically reserved for professional grant writers that may not be directly affiliated with the organization.

FEMA GO – User Roles

- **Primary Authorized Organization Representative (AOR)** – the FEMA GO system automatically assigns this role to the person listed as the “Electronic Business Point of Contact” (eBiz POC) in an organization’s SAM record. Can manage team members including adding, editing, or deleting. Can perform all system functions in FEMA GO including signing and submitting applications.
- Any other AOR can also sign and submit the application.
- All other roles must coordinate with the Primary AOR or another AOR to ensure that the application is signed and submitted.



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STEP 5:

- Once you have a role, you can “apply for a new grant” from the home page or view any grants previously started.
- You can also click on your name at the upper right corner to view/update your profile (this is where you can see your permissions).

The screenshot shows the FEMA GO system interface. At the top, there is a navigation bar with 'FEMA GO' and a hamburger menu icon, followed by 'Grants' and 'Organizations' dropdown menus. A search bar contains 'Grant/Subgrant ID'. The user's name 'FnAor LnAor' is displayed in the top right corner. Below the navigation bar, a greeting 'Hello, FnAor!' is shown. A central message box reads: 'Welcome to FEMA's new grant system! FEMA Grants Outcomes (GO) supports the Preparedness: Fire & Life Safety and Mitigation: Hazards categories of grant programs. As the application is developed, more functionality and grant programs will be available for your use.' The main content area is divided into two columns. The left column, titled 'My grants', lists three entries for 'Fiscal Year (FY) 2020 Assistance to Firefighters Grants', each with an application ID, due date, and a 'Continue application' link. The right column, titled 'Apply for a new grant', lists 'Applications currently available to you', including 'Assistance to Firefighters Grant Program - COVID-19 Supplemental (AFG-S) application' and 'FY 2020 Flood Mitigation Assistance application', each with an application period and a 'Start application' link.



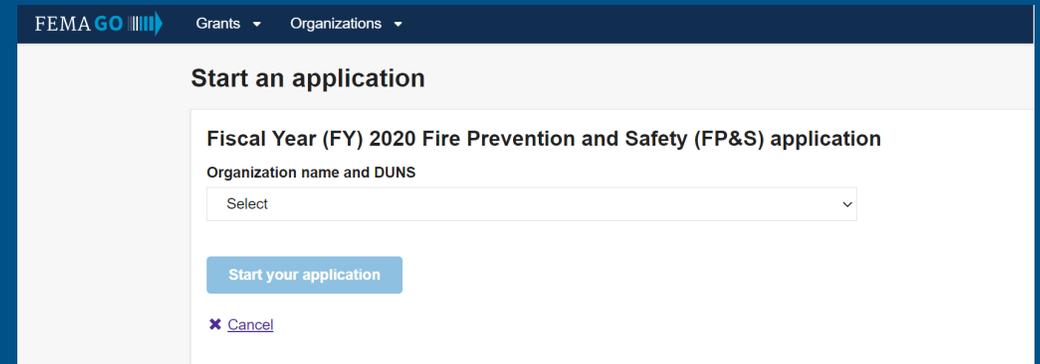
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STEP 6:

- Select “Start application” from the FEMA GO homepage.
- Select the organization name on the next screen and click “start your application.”
- Remember that you can only start two applications (one under the FP&S Activity and one under the R&D Activity)

Fiscal Year (FY) 2020 Fire
Prevention and Safety (FP&S)
application
Application period:

[Start application](#)



The screenshot shows the FEMA GO application interface. At the top, there is a navigation bar with the FEMA GO logo and dropdown menus for 'Grants' and 'Organizations'. Below this, the main heading is 'Start an application'. The form contains the following elements:

- Title: Fiscal Year (FY) 2020 Fire Prevention and Safety (FP&S) application
- Field: Organization name and DUNS, with a dropdown menu currently showing 'Select'.
- Button: Start your application (blue)
- Link: [Cancel](#) (purple)



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STEP 7:

- The application will be assigned an application ID number.
- Complete the application from top to bottom. Your answers to the questions at the top will change the questions presented later in the application.

The screenshot shows the FEMA GO application interface. The top navigation bar includes 'FEMA GO', 'Grants', and 'Organizations'. The main content area is titled 'Fiscal Year (FY) 2020 Fire Prevention and Safety (FP&S)' and displays the 'Application ID: EMW-2020-FP-00007'. Below this, the 'System for Award Management (SAM.gov) profile' section is visible, which includes a table of organization information.

System for Award Management (SAM.gov) profile	
Please identify your organization to be associated with this application. All organization information in this section will come from the System for Award Management (SAM) profile for that organization.	
Org Ser001 DN 11003	
Information current from SAM.gov as of:	02/01/2020
DUNS (includes DUNS+4):	900011003
Employer Identification Number (EIN):	987654000
Organization legal name:	Org Ser001 LN 11003
Organization (doing business as) name:	Org Ser001 DBA 11003
Mailing address:	11003 Org Ser001 Blvd null Testington, TN 37201-null
Physical address:	11003 Org Ser001 Blvd null Testington, TN 37201-null



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STEP 8:

- Note that the “Applicant Name” field should be the name of the organization.
- Choose either the FP&S Activity or the R&D Activity. If you would like to apply for both, submit two separate applications.

Applicant information

- Applicant characteristics
- Operating budget
- Community description
- Grant request details
- Grant request summary

Applicant information

Please provide the following additional information

Applicant name (i.e., fire department name)

Applicant information

- Applicant characteristics
- Operating budget
- Community description
- Grant request details
- Grant request summary
- Budget summary
- Contact information

Applicant characteristics

The FP&S (Fire Prevention and Safety) program intends to enhance the safety of the firefighter health and safety research and development. Grant funds are available in the following categories: Fire Prevention and Safety, Firefighter Health and Safety, and Firefighter Research and Development. For more information on available categories within each activity area, visit the Funding Opportunity for information on available categories within each activity area.

Please provide the following additional information about your organization.

Which activity are you applying for?

Applicant type

A response is required



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STEP 9:

- The “Operating Budget” section asks if your organization has an annual budget, specifically for firefighter health and safety research and development. If not, please enter zero costs.
- The financial need question is required to be answered, although it is not scored.

My grant

Summary

SAM.gov profile

Applicant information

Applicant characteristics

Operating budget

Community description

Grant request details

Grant request summary

Budget summary

Contact information

Assurances and certifications

Review application

Operating budget

If your organization has an **annual budget specifically for firefighter health and safety research and development**, such as a department dedicated to firefighter research, please provide the budgets for the current (at time of application) fiscal year, as well as the past two fiscal years. If not, please enter zero costs.

Current Fiscal Year

Fiscal Year	Operating budget
Current fiscal year	<input type="text"/> \$
Current fiscal year - 1	<input type="text"/> \$
Current fiscal year - 2	<input type="text"/> \$

Please explain the applicant's **need for financial assistance** to carry out the proposed project(s). Provide detail about the applicant's total operating budget, including a high-level breakdown of the budget. Describe the applicant's inability to address financial needs without federal assistance. Discuss other actions the applicant has taken to meet their needs. Include information on efforts to obtain funding elsewhere and how similar projects have been funded in the past.



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STEP 10:

- The “Grant Request Details” section is where you can “Add Activity.”
- The R&D Activities are:
 - Research and Development
 - Grant Writer Fee

The screenshot shows the FEMA GO application interface. On the left is a navigation menu with options: Summary, SAM.gov profile, Applicant information, Applicant characteristics, Operating budget, Community description, Grant request details (highlighted), Grant request summary, Budget summary, Contact information, Assurances and certifications, and Review application. The main content area is titled "Grant request details" and contains an "Instructions" box with an information icon. The instructions state: "If you intend to request funds for an activity, you must answer all of the activity specific questions and specify at least one budget item (budget object class information). The cost figures you provide do not have to be firm quotes from your vendors, but they should be estimated based on research of current prices (i.e., check with at least two vendors for your estimates). If you do not have these estimates, you can come back and modify this area at any point before you submit your application to DHS. Select grant writer fee when adding an activity if there is a grant-writing fee associated with the preparation of the request. Note that an eligible applicant may submit up to three projects under the FP&S Activity." Below the instructions, it says "Grand total: \$0" and "Review and make changes to the recipient's activity below. Then, enter justifications for each change." At the bottom of this section, there are two red error messages: "There has to be at least one activity" and "Total charges MUST be greater than \$0". A yellow "Add activity" button is visible in the top right corner of the main content area.

This screenshot shows the same FEMA GO application page as above, but with a modal dialog box open. The dialog is titled "Add activity to Request Details" and contains a "Select activity:" label followed by a dropdown menu. The dropdown menu is open, showing three options: "Select", "Research and Development", and "Grant writer fee". The "Add activity" button from the previous screenshot is still visible in the top right corner of the dialog. Below the dialog, the "Grant request summary" section is partially visible, starting with the text: "The table or tables below summarize the number of items and total cost within each FP&S activity category you have requested funding for. This table or tables will update as you change the items within your grant request details." At the bottom of the page, the Windows taskbar is visible, showing the search bar and various application icons. The system clock in the bottom right corner displays "10:40 AM 12/30/2020".



STEP 11:

- Once you add an “Activity” you can add up to three projects under that Activity.
- If you click to add a project, you will see that the only available item is “Other (Explain).”
- You will have to specify the name for each project you add.

Total requested for Research and Development activity: \$0

Remove activity

Add project to Research and Development

Below is a list of project(s) included in your application for Research and Development.

An activity must contain at least one project. You must add a project or remove this activity.

Total charges MUST be greater than \$0

The screenshot shows a web browser window with the URL <https://acceptance.spartaet.gmm.fema.net/application/EMW-2020-FP-00018-application/edit#>. The page displays the 'My grant' section for 'Program area: Research and development'. The total requested for Research and Development activity is \$0. A dialog box titled 'Add project to Research and Development' is open, showing a 'Select project:' dropdown menu with options: 'Select', 'Other (Explain)', and a 'Cancel' button. The background page shows a sidebar with navigation options like 'Summary', 'SAM.gov profile', 'Applicant information', 'Operating budget', 'Community description', 'Grant request details', 'Research and Development', 'Grant request summary', 'Budget summary', 'Contact information', 'Assurances and certifications', and 'Review application'. The bottom of the page shows a 'Budget summary' section with a table for 'Project Name', 'Number of items', and 'Total cost'. The Windows taskbar at the bottom shows the time as 10:43 AM on 12/30/2020.



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STEP 12:

- Complete all the required questions for the project that you added.
- Give the project a unique name under “Project Name.”
- Click the “Add item” button at the top of the project to begin adding costs to the project.

The screenshot displays the 'My grant' interface for Research and Development activity. The left sidebar lists navigation options: Summary, SAM.gov profile, Applicant information, Applicant characteristics, Operating budget, Community description, Grant request details, Research and Development, Other (Explain) (highlighted), Grant request summary, Budget summary, Contact information, Assurances and certifications, and Review application. The main content area shows 'Total requested for Research and Development activity: \$0' with a 'Remove activity' button. Below this, it states 'Below is a list of project(s) included in your application for Research and Development.' and 'Total requested for Other (Explain) project: \$0' with 'Remove project' and 'Add item to Other (Explain)' buttons. The form prompts the user to provide information about the project, including a 'Project name' field, a 'Project category (select the most relevant)' dropdown menu, and a text area for an abstract with the heading 'Provide an abstract that includes the following headings: Purpose and Aims, Relevance, Methods, and Anticipated Outcomes'. Below the abstract are fields for 'PI name', 'PI phone', and 'PI email'. A note at the bottom states: 'Note: additional contact information for CO-PI's can be listed within the narrative.'



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STEP 13:

- Upload the Narrative and Appendix attachments.
- Complete the “Fire service panel evaluation criteria.”
- The text box will alert you when you exceed the character limit.

My grant

- Summary
- SAM.gov profile
- Applicant information
 - Applicant characteristics
 - Operating budget
 - Community description
- Grant request details
 - Research and Development
 - Other (Explain) ...
- Grant request summary
- Budget summary
- Contact information
- Assurances and certifications
- Review application

Note: additional contact information for CO-PI's can be listed within the narrative.

Narrative Statement

The narrative portion of the application should contain supporting information that allows for evaluation of your project(s). If you are applying for a grant in the Research and Development program area, your Narrative Statement must address the evaluation elements outlined in the Notice of Funding Opportunity. Please see the Notice of Funding Opportunity for details regarding the R&D program area formatting requirements and page number maximums for the Narrative and Appendix documents.

Narrative attachment

You are required to upload an attachment.

Maximum file size: 1 GB

Attach a document

Filename	Date uploaded	Uploaded by	File size	Description	Action

Appendix attachment

You are required to upload an attachment.

Maximum file size: 1 GB

Attach a document

Filename	Date uploaded	Uploaded by	File size	Description	Action

FEMA GO | Grants | Organizations | Grant/Subgrant ID | FnAor LnAor

My grant

- Summary
- SAM.gov profile
- Applicant information
 - Applicant characteristics
 - Operating budget
 - Community description
- Grant request details
 - Research and Development
 - Other (Explain) First Project ...
- Grant request summary
- Budget summary
- Contact information
- Assurances and certifications
- Review application

Fire service panel evaluation criteria

A panel of fire service peer reviewers will evaluate the applications by using the narrative statements below to determine the worthiness of the request for an award. Please ensure that your narrative clearly addresses each of the following evaluation criteria elements to the best of your ability with detailed but concise information. You may either type your narrative statements in the spaces provided below or create the text in your word processing system and then copy it into the appropriate spaces provided below. Please note the narrative block does not allow for formatting. Do not type your narrative using only capital letters. Additionally, do not include tables, special fonts (i.e., quote marks, bullets, etc.), or graphs. Please review the Notice of Funding Opportunity for additional narrative details.

Purpose: Please clearly identify the benefits of the proposed research project to improve firefighter safety, health, or wellness, and identify specific gaps in knowledge that will be addressed.

applications by using the narrative statements below to determine the worthiness of the request for an award. Please ensure that your narrative clearly addresses each of the following evaluation criteria elements to the best of your ability with detailed but concise information. You may either type your narrative statements in the spaces provided below or create the text in your word processing system and then copy it into the appropriate spaces provided below. Please note the narrative block does not allow for formatting. Do not type your narrative using only capital letters. Additionally, do not include tables, special fonts (i.e., quote marks, bullets, etc.), or graphs. Please review the Notice of Funding Opportunity for additional narrative details.

Your response must be less than or equal to 5000 characters.

Implementation by fire service: Please discuss how the outcomes/products of this research, if successful, are likely to be widely/nationally adopted and accepted by the fire service as changes that enhance firefighter safety, health, or wellness.

Potential impact: Please discuss the potential impact of the research outcome/product on firefighter safety by quantifying the possible reduction in the number of fatal or non-fatal injuries or on the projected wellness by significantly improving the overall health of firefighters.

Barriers: Please identify and discuss potential fire service and other barriers to successfully completing the study on schedule, including contingencies and strategies to deal with barriers if they materialize. This may include barriers that could inhibit the proposed fire service participation in the study, barriers that could inhibit the adoption of successful results by the fire service when the project is completed, or project components most likely to cause delay in successful completion.



Remove project

Add item to Other (Explain)

STEP 14:

- Must add at least one item of cost to each project.
- Make sure to include the cost share.

Add item to Other (Explain)

Item

Other (Explain) ▾

Other description

Budget class

Select ▾

YEAR	QUANTITY	UNIT PRICE	TOTAL
1	<input type="text"/>	\$ <input type="text"/>	
YEAR	QUANTITY	UNIT PRICE	TOTAL
2	<input type="text"/>	\$ <input type="text"/>	
YEAR	QUANTITY	UNIT PRICE	TOTAL
3	<input type="text"/>	\$ <input type="text"/>	
TOTAL			

Description



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STEP 15:

- Check the “Grant Request Summary” for an overview of each project you created.
- Select “Yes” in response to the EHP question, unless your project involves installation of any kind or breaking ground or walls (then select “No”).
- Check the “Budget Summary” for a breakdown of costs per year.

My grant

- Summary
- SAM.gov profile
- Applicant information
- Applicant characteristics
- Operating budget
- Community description
- Grant request details
 - Research and Development
 - Other (Explain) First Project ...
- Grant request summary**
- Budget summary
- Contact information
- Assurances and certifications
- Review application

Grant request summary

The table or tables below summarize the number of items and total cost within each FP&S activity category you have requested funding for. This table or tables will update as you change the items within your grant request details.

Research and development

Project Name	Number of items	Total cost
First Project	1	\$300.00
Total	1	\$300.00

Is your proposed project limited to one or more of the [following activities](#) : Planning and development of policies or processes. Management, administrative, or personnel actions. Classroom-based training. Acquisition of mobile and portable equipment (not involving installation) on or in a building.

Yes
 No

Budget summary

Budget summary

Object class categories	Year 1	Year 2	Year 3	Total
Personnel	\$100.00	\$100.00	\$100.00	\$300.00
Fringe benefits	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00



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STEP 16:

- The bottom of the “Budget Summary” will provide the federal and non-federal resources, based on a total of all the items of cost for that application.
- You must complete the “Non-federal resources” section to show how you plan to contribute the cost-share.

Non-federal resources				
Applicant				<input type="text" value="\$0"/>
State				<input type="text" value="\$0"/>
Other sources				<input type="text" value="\$0"/>
Remarks	<input type="text"/>			
Total Federal and Non-federal resources				
Federal resources	\$95.24	\$95.24	\$95.24	\$285.72
Non-federal resources	\$4.76	\$4.76	\$4.76	\$14.28
TOTAL	\$100.00	\$100.00	\$100.00	\$300.00
Program income				<input type="text" value="\$0"/>

! Non-federal resources discrepancy
The combined Non-federal resources (Applicant + State + Other sources) must equal the overall total Non-federal resources of \$14.28.



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STEP 17:

- At the bottom of the “Budget Summary” you will see a field for “Program Income.” Leave this at zero unless you plan to generate income from the grant, such as charging a fee for services. If you plan to do this, you must explain this in the grant narrative.

Non-federal resources				
Applicant				\$14.28
State				\$0
Other sources				\$0
Remarks				
Total Federal and Non-federal resources				
Federal resources	\$95.24	\$95.24	\$95.24	\$285.72
Non-federal resources	\$4.76	\$4.76	\$4.76	\$14.28
TOTAL	\$100.00	\$100.00	\$100.00	\$300.00
Program income				\$0



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STEP 18:

- Complete the remaining sections of the application, including the “Contact Information” section.
- Make sure to add all individuals or organizations who assisted with the application.
- Make sure to add a “Secondary point of contact” for this grant. The AOR who submits the application will be the primary contact.

The screenshot displays the FEMA GO application interface. The browser address bar shows the URL: <https://acceptance.spartaet.gmm.fema.net/application/EMW-2020-FP-00007-application/edit#Grant%20request%20sum...>. The page title is "FEMA GO" and the user is logged in as "Joe Bob".

The left sidebar contains a navigation menu for "My grant" with the following items: Summary, SAM gov profile, Applicant information, Applicant characteristics, Operating budget, Community description, Grant request details, Community Risk Reduction, Smoke Alarm Installations (door to door with home safety inspection) ..., Grant request summary, Budget summary, Contact information, Assurances and certifications, and Review application.

The main content area is titled "Contact information" and contains the following sections:

- Contact information:** A question: "Did any individual or organization assist with the development, preparation, or review of the application to include drafting or writing the narrative and budget, whether that person, entity, or agent is compensated or not and whether the assistance took place prior to submitting the application?" with radio buttons for "Yes" (selected) and "No".
- Application participants:** A heading followed by the instruction: "Please add all individuals or organizations who assisted with the application." Below this is a sub-instruction: "Include all individuals or organizations who assisted with the development, preparation, or review of the application to include drafting or writing the narrative and budget, whether that person, entity, or agent is compensated or not and whether the assistance took place prior to submitting the application or not." A red error message box states: "Add a participant. At least one participant is required." Below the error message is a blue "Add a participant" button.
- Secondary point of contact:** A heading followed by the instruction: "Please provide a secondary point of contact for this grant." Below this is a sub-instruction: "The Authorized Organization Representative (AOR) who submits the application will be identified as the primary point of contact for the grant. Please provide one secondary point of contact for this grant below. The secondary contact can be members of the fire department or organizations applying for the grant that will see the grant through completion, are familiar with the grant application, and have the authority to make decisions on and to act upon this grant application. The secondary point of contact can also be an individual who assisted with the development, preparation, or review of the application." Below the instructions is a table with the following data:

MR FnOm LnOm	Primary phone	Additional phones	Edit
dfasdfasf	5555554321 Mobile	5555551212 Work	Edit

The Windows taskbar at the bottom shows the search bar with the text "Type here to search" and the system tray with the date and time: "1:46 PM 12/29/2020".



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STEP 19:

- Only complete the SF-LLL Disclosure of Lobbying Activities if you are applying for a grant of more than \$100,000 and if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this grant.



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A screenshot of a web browser displaying the FEMA GO application portal. The browser address bar shows the URL: https://acceptance.spartaet.gmm.fema.net/application/EMW-2020-FP-00007-application/edit#Contact%20information. The page title is "FEMAGO Contact information". The main content area is titled "Assurances and certifications" and contains a section for "SF-LLL: Disclosure of Lobbying Activities". The text in this section explains the requirements for disclosure and includes a checkbox that is checked, stating "The applicant is not currently required to submit the SF-LLL". Below this is a "Review application" section with a "Submit for signature" button and a list of application sections with "View/edit" links. The list includes: SAM.gov profile (checked), Applicant information (checked), Applicant characteristics (checked), Operating budget (not checked), Community description (not checked), Grant request details (not checked), and Grant request summary (checked). The Windows taskbar at the bottom shows the date and time as 12/29/2020, 1:47 PM.

STEP 20:

- The “Review Application” section will identify any errors.
- If you click “view/edit” next to a section, you can jump directly there.
- The missing/invalid information will be displayed in red.

The screenshot shows the 'Assurances and certifications' section of the FEMA GO application. The left sidebar lists various application sections, with 'Assurances and certifications' selected. The main content area displays the 'SF-LLL: Disclosure of Lobbying Activities' form. A checkbox is checked, indicating that the applicant is not currently required to submit the SF-LLL. Below the form is a 'Review application' section with a list of sections and their status: SAM.gov profile (green checkmark), Applicant information (green checkmark), Applicant characteristics (green checkmark), Operating budget (red exclamation mark), Community description (red exclamation mark), Grant request details (red exclamation mark), and Grant request summary (green checkmark). A 'Submit for signature' button is visible in the top right corner.

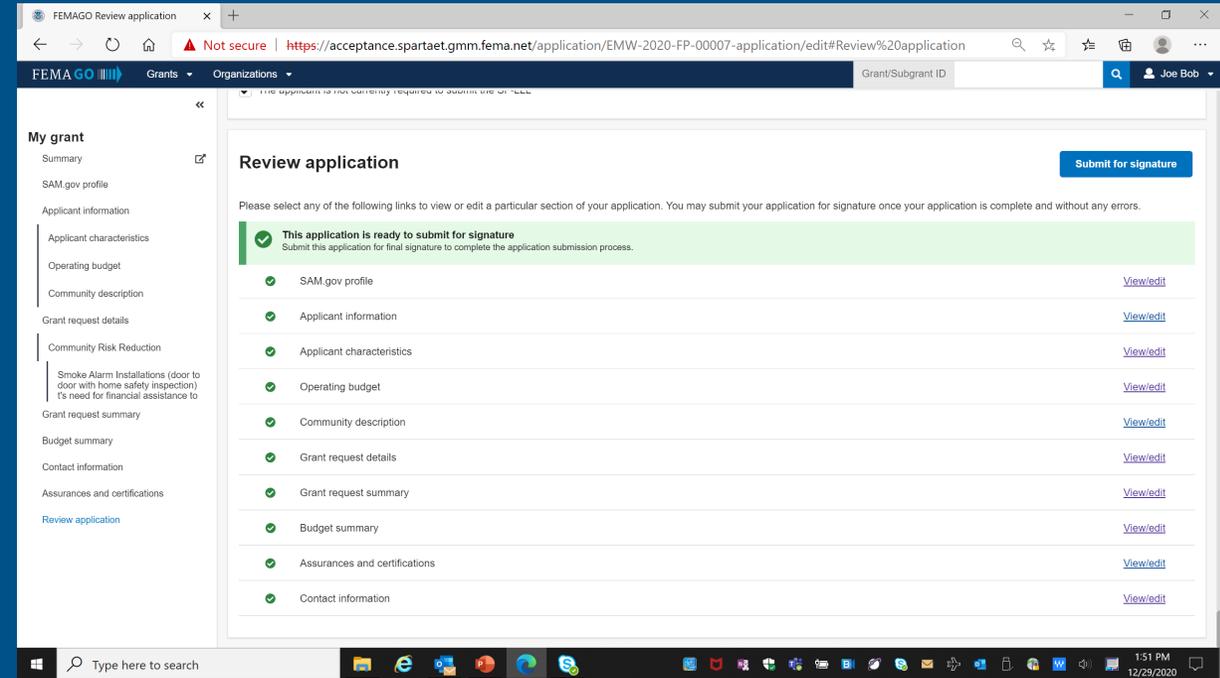
The screenshot shows the 'Operating budget' section of the FEMA GO application. The left sidebar lists various application sections, with 'Operating budget' selected. The main content area displays the 'Operating budget' form. A red box highlights the 'Current Fiscal Year' field, which is empty. Below this is a table with columns for 'Fiscal Year' and 'Operating budget'. The table has three rows: 'Current fiscal year', 'Current fiscal year - 1', and 'Current fiscal year - 2'. Each row has a red box around the 'Operating budget' field, which is empty. A red exclamation mark and the text 'A response is required.' are displayed next to each empty field. Below the table is a text area for explaining the applicant's need for financial assistance, which is also empty and has a red exclamation mark and 'A response is required.' next to it. The 'Other funding sources' section is also visible at the bottom.



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STEP 21:

- When all sections are complete, click the “Submit for signature” button at the top of the “Review application” section.
- Remember that only the AOR can submit the application to FEMA!
- If you are not the AOR – please notify the AOR that the application is ready to be submitted. The AOR must sign in separately and submit the application.



Submit for signature



STEP 22:

- The screen will jump to the middle of the application – click again on the “submit application” option from the left menu.
- Complete all assurances and certifications by entering your password. You will need to enter your password 8 times.
- At the bottom, click the final “Submit” button, or click to “Return to edit application.”

The screenshot shows the FEMA GO application interface. The top navigation bar includes 'FEMA GO', 'Grants', 'Organizations', and a search bar. The left sidebar menu is expanded to 'Submit application'. The main content area is titled 'Submit application' and contains the following sections:

- Assurance and certifications**
 - Instructions:** These assurances and certifications include requirements attached to all federal grants, including the right of the Federal Government to review the grant activity. You should read over this material to become aware of the requirements. The assurances and certifications must be read, signed, and electronically submitted as a part of the application. The lobbying form may not be applicable.
 - OMB number: 4040-0007, Expiration date: 02/28/2022, [View burden statement](#)
 - SF-424B: Assurances - Non-Construction Programs**
 - OMB Number: 4040-0007
 - Expiration Date: 02/28/2022
 - Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.
 - As the duly authorized representative of the applicant, I certify that the applicant:
 - 1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

The screenshot shows the 'Sign and submit' section of the FEMA GO application interface. The left sidebar menu is expanded to 'Submit application'. The main content area contains the following sections:

- I certify that my contact information is accurate
- Sign and submit**
- By entering my password, I, Joe Bob, am hereby providing my signature for this application as of 12/29/2020 3:56 pm.
- Please enter your password.
.....
- Submit** button
- Return to edit application** button



Tips for Using FEMA GO

- FEMA GO will support only the most recent major release of the following browsers: Google Chrome, Internet Explorer, Mozilla Firefox, Apple Safari, Microsoft Edge
- Users who use tablet type devices or other browsers may encounter issues when using FEMA GO
- There are no “save” buttons – the system will save the information as you move throughout the application
- If you forget to complete a question or input an invalid response into the application, you will receive red error messages
- Multiple individuals can work on an application at the same time; you will see a message if someone else is working on the application at the same time



Tips for Using FEMA GO continued

- You cannot add photos, charts, graphs, or other computer graphic files (.jpg, .gif, etc.) to the text boxes
- Text boxes are limited to plain text and most are limited in characters
- Double and triple check the information being submitted!
 - Work with finance or other departments to ensure all facts and figures are accurate and consistent throughout the entire application
 - If you include any "filler" or placeholder text while filling out the application, update the application fields with the final and complete answers



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Other Application Submission Tips

- If a grant writer prepared the application, make sure the Authorized Organizational Representative (AOR) reads the application before submitting it
- Once the AOR submits the application, it cannot be changed
 - You do have the option to re-open a submitted application but only while the application period is still open
 - In order to be considered for funding, an application must be resubmitted prior to the end of the application period
- The AOR that submitted the application will receive an email confirmation from FEMA GO as proof of timely submission



Applicant Support

- FP&S Help Desk
 - Phone #: 1-866-274-0960
 - During the application period, the Help Desk will be staffed between the hours of 8:00 a.m. and 4:30 p.m. ET, Monday through Friday
 - E-Mail: firegrants@fema.dhs.gov
- Website: <https://www.fema.gov/grants/preparedness/firefighters>
- FEMA GO Help Desk
 - Phone #: 1-877-585-3242
 - The FEMA GO Helpdesk is open 8:00 a.m. to 6:00 p.m. ET, Monday through Friday
 - E-Mail: femago@fema.dhs.gov



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Applicant Support continued

- Clinical Research Specialist: R. Sue Day, PhD sday@mcking.com
- Technology Research Specialist: David Evans, PhD, PE devans@mcking.com
- Program Officer: Julia Barron Julia.Barron@fema.dhs.gov



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Thank you!



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